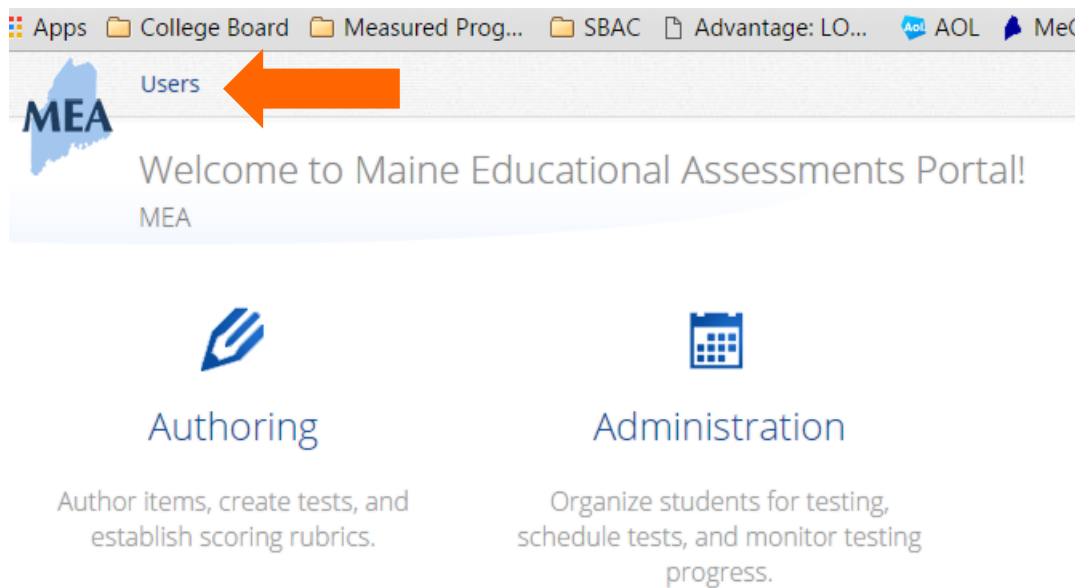How to Add Users in eMPowerME Portal
(see orange arrow)

Assigning an eMPowerME role for multiple districts:

An ITC (or any other district-level user for that matter) can be assigned to multiple districts via a single user account. This functionality is the same for School Test Coordinators and Test Administrators (at the school level within their district). See below:

1. Users > Create New User
2. Select "IT Coordinator" for the Role.
3. Select the districts that the user should have access to from the Organizations drop down menu. Multiple organizations can be selected.